

**LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: LOCAL DISTRICT HEALTH COORDINATOR**

**BASIC FUNCTIONS:**

- Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.
- Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.
- Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.
- Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.
- Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
- Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.
- Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record-keeping systems.
- Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
- Participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole; provide counseling according to established guidelines.
- Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.
- Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
- Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.
- Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
- Supervise the reporting of any known or suspected communicable disease cases to the local health department.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- a) Policies, objectives, rules, and regulations related to the school health program.
- b) Vision, hearing, dental and other screening techniques.
- c) Promotion and public speaking techniques.
- d) Conference and counseling techniques.
- e) Record-keeping techniques.
- f) Oral and written communication skills.
- g) Interpersonal skills using tact, patience, and courtesy.
- h) Health and safety regulations.
- i) Communicable diseases.

### **ABILITY TO:**

- Plan, coordinate, implement and modify a comprehensive health services program for the district.
- Train others in proper screening techniques.
- Communicate with others regarding a variety of health-related activities and concerns.
- Coordinate a variety of health related activities.
- Provide consultation to parents, students, teachers, and school authorities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile data and verify data and prepare reports.
- Learn district organization, operations, policies, and objectives.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.

### **EDUCATION, EXPERIENCE, AND LICENSURE:**

Any combination equivalent to:

1. Graduation and licensure from a Registered Nursing program and three years nursing experience;
2. Graduation from a four -year psychology program and one year of related experience; or
3. Graduation and licensure from a four-year social work program and one year of related experience.